



How Can I Get Involved at Triangle South Literacy Works?

Training Required	Ideal Commitment	Description
TUTOR- Adult Basic Education (ABE)		
Attend the Orientation and New Tutor Training Workshops. Both take up to 5 hours and will equip you with the basic skills needed to use one of the learning systems. Preplanned lessons are provided for each series. Various supplementary workbooks are available.	2 hours per week for 9 months.	May teach an individual or small group of 2-6. Help an adult learner develop reading, writing, speaking, math and/or other basic skills. Student reading levels range from pre-literate to pre-GED. TSLW's aim is to make students more educated and employable. You will receive a student profile, a copy of Core Standards for the student's level and all the materials needed to work with your student. Lesson schedules are customized to you and your student, held at a convenient public location. NOTE: In small groups, learners should be at the same level (beginning, intermediate, advanced). Submit a monthly progress report.
TUTOR- English as a Second Language (ESOL)		
Attend the Orientation and New Tutor Training Workshops. Both workshops last up to 5 hours and will equip you with the basic skills needed to use one of the learning systems. Preplanned lessons are provided. Systems used include Laubach and Life Prints. You do not have to speak your student's language to teach them English.	2 hours per week for 9 months.	May teach an individual or small group of 2-6. Help an adult learner develop English skills including pronunciation, vocabulary, reading and writing and may include math. Student reading levels range in from pre-literate to pre-GED. TSLW's aim is to make students more educated and employable. You will receive a student profile, a copy of Core Standards for the student's level and all the materials needed to work with your student. Lesson schedules are customized to you and your student, held at a convenient public location. Note: For groups, students should be at the same instruction level (beginning, intermediate, advanced). Submit a monthly progress report.
TUTOR-Road to Citizenship		
Same as ESL Tutor. Have a basic familiarity with the USCIS naturalization process.	2-4 hours weekly for 2-3 months; minimum 3 classes.	May teach an individual or small group of 2-6. Help eligible immigrants take the steps necessary to become naturalized citizens. Help them understand the requirements and prepare them for the exam. Submit a monthly progress report.
TUTOR-Computer Literacy		
Attend Orientation and New Tutor Training. Be familiar with basic computer operations (opening/ using programs, basic word processor skills, Internet searches and email).	2-4 hours weekly for 2-3 months; min. 9 month commitment.	May teach an individual or small group of 2-6. Choose to help one or up 6 adult learners from either program, ABE or ESL, to master basic computer skills. We encourage our tutors and our students to use technology. Submit a monthly progress report.
TUTOR-Computer Open Lab		
Attend Orientation and New Tutor Training. Have familiarity in basic computer operation-powering PC (basic word processor skills, internet and email).	2-4 hours weekly; min. commitment 9 months.	Same as Computer Literacy Tutor, but work with up to 4 students during a regularly scheduled open lab session each week. Submit a monthly progress report.
TUTOR-Small Group-Special Topics		
Attend Orientation and New Tutor Training. Meet with coordinator.	Varies from a one-time event of a few hours to a series presented over several weeks.	Your mastery of a specific subject matter (e.g., nutrition, health issues, finances, technology) will benefit adult learners. Ideas for appropriate special topic workshops which can be adapted to the level of attendees are welcome. Tutor OR Volunteer report required, depending upon circumstance.
TUTOR TRAINER		
Attend Orientation and New Tutor Training and have tutored for at least 50 hours.	4-6 hours quarterly	Teach someone else to tutor! New tutors really love learning through a seasoned tutor's experience.
COORDINATOR-Special Events		

Attend Orientation. Meet with Staff.	2-4 hours quarterly	Plan and organize a local field trip for TSLW learners. These events can range from cultural outings to community events. Past trips: visiting the public library; seeing a play in a community theater.
OFFICE VOLUNTEER		
Attend Orientation. Meet with Staff.	Varies	Computer work using Word, Excel, PowerPoint and Publisher 2010. Prepare mailings, stuff envelopes, vacuum and dust as needed.
WORKFORCE LIAISON		
Attend Orientation. Meet with Staff.	Regularly scheduled visits (1x week or 1x month) to NC Works Career Center site nearest you.	Spread the word about TSLW to promote our program's benefits to out-of-work people. NC Works Career Centers are located in Lillington, Dunn, Clinton, and Smithfield.
OUTREACH PARTNER-Community Awareness		
Attend Orientation. Meet with Staff. Requirements may be waived if canvassing one time only.	Varies-May be a one-time event of a few hours or over several weeks.	Spread the word about TSLW. Various opportunities include: (1) man a booth at a community event, (2) canvas/distribute TSLW materials in a specific area; (3) speak before a civic group; (4) manage a group of outreach volunteers.
FUNDRAISER		
Attend Orientation.	Varies	Assist in raising funds for TSLW. Solicit donations, sell tickets, promote Annual Event, Membership Campaign, raffles, other. Publicize events. Set up and work the annual benefit event.
COMMITTEE MEMBER		
Attend Orientation.	Meet ~ 2 hours per month (11 months).	Help a committee reach its goals: Fundraising, Recruitment & Retention, Policies & Procedures, Grants, Marketing. If you have specific knowledge of any discipline, TSLW needs your expertise!
SOCIAL MEDIA GURU		
Attend Orientation and meet with Director. Must demonstrate experience with social media. Knowledge of other types of social media and other online nonprofit resources a plus.	4-6 hours quarterly	Assist in maintaining content for TSLW social media (Facebook and Twitter). Assist in finding economical solutions for web presence. Help maintain presence on social media sites and free volunteer referral sites.
TECHNOLOGY GURU		
Attend Orientation and meet with Director. Ideal candidates have expertise in computers including virus protection, latest technology, troubleshooting system issues.	Varies	This is a volunteer position requiring advanced technical skills. Assist TSLW in maintaining working systems and printers in the office and computer lab. Help with networking and troubleshooting. Make recommendations for updates to keep systems current.
ORIENTATION GUIDE		
Attend Orientation. Meet with Director. All levels of support are welcome and add to the level of service our students receive.	Work any weekdays from up to 8 hours per day.	Assist in the office with various needs. Tasks may include filing, mailings, copies, phone calls, light cleaning, scrapbooking and simple computer tasks. Advanced technology skills are not required, but are in high demand (Excel, Publisher, Word, database, internet research).
ADVISORY MEMBER		
Attend Orientation and meet with Director and Board Chair.	2 years, 7 monthly meetings per year.	Bring a special expertise to the Board in areas such law, finance, education, event planning, marketing, administration, etc.
BOARD OF DIRECTORS		
Attend Orientation and meet with Director and Board Chair. Ideal candidates include former teachers, current tutors, business owners, librarians, college staff, active volunteers, clergy and community leaders.	2 years, monthly meetings 9 times/year.	Actively participate in a working committee (listed under Committee Member). Help set TSLW's direction, establish organization policies; take a leadership role, monitor finances, and represent TSLW in the community.